

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer, OTR

DATE: 5 October 1955

FROM : Chief, Instructional Services Branch, TR

SUBJECT: Weekly Activity Report, No. 40  
28 September - 4 October 1955

## I. SIGNIFICANT ITEMS

None

## II. OTHER ACTIVITIES

1. OTR Five-Year Report. A second discussion was held between [ ] PPS, C/ISB, and C/VAS regarding the format, layout and the final presentation of the OTR Report. A preliminary layout "dummy" of the artwork will be prepared by C/VAS from materials furnished by [ ]

2. The scheduled completion date of the draft version of the Glossary of Intelligence Terminology is 10 October. A total of 50 copies of 100 pp. each will be reproduced and collated by the E and R Section.

3. C/ISB and [ ] staff artist, VAS, attended a meeting within ORR to discuss the final design and production plans of the forthcoming ORR display for the BOC Intelligence Products Exhibit. Present at the meeting were the AD/RR, [ ] and representatives of the various Divisions and Branches of ORR. A number of revisions are being made, after which the final production layout will be prepared by VAS.

4. The 3 October issue of the Instructor's Guide to Current References has been received from the printer and distributed.

5. The installation of the fluorescent lighting in the Auditorium - R&S Bldg., has necessitated the re-positioning of the movie projectors in the Projection Booth. Ventilation modification to the Booth has been requested by C/AAS.

6. Catalog of Courses: Revisions, 1 Nov. 1955. All Catalogs: The Headquarters issue has been received from PPS/TR for typing; approximately 70 course descriptions were retyped, several pages were deleted, and additions and/or corrections were included. Revisions that apply to the Field catalog (200-1) will be sterilized and submitted to the CI Staff for approval. The layout of the schedule of courses is being prepared in VAS/ISB.

**SECRET**

7. Bibliographies and Research:

a. The reading list compiled and reproduced for the Covert  
[redacted] Course has been completed.

b. Miscellaneous course materials are being reproduced for the  
Anti-Communist Course. [redacted] instructor, has selected five  
(5) items from the Guide for reproduction (20 copies each).

c. [redacted] has requested published materials, pictorial aids,  
and information dealing with [redacted]

[redacted] The Library Section is compiling the materials.

8. The shop and office space occupied by the VAS of ISB has been re-located  
within the Rear Area of the R&S Bldg. in order to provide additional class-  
room area space for OTR. The move was completed 3 October 1955. The present  
allocation of the rooms occupied by VAS is as follows:

|                                                 |           |
|-------------------------------------------------|-----------|
| VAS office                                      | Room 1249 |
| Drafting area                                   | 1231      |
| Map supply-storage                              | 1227      |
| Photo and Reproduction                          | 1251      |
| Photo Dark Room                                 | 1251A     |
| Shop area                                       | 1247      |
| Projection area-display<br>and conference space | 1227A     |

9. Training aids completed during the week:

a. BASIC/BOC. Miscellaneous cards, total: 3  
b. BASIC/Clerical. A total of 4 training charts.  
c. OTR. Miscellaneous signs, total: 2

10. The staff of VAS participated in the Instructional Techniques Course/  
BASIC School. Presentations concerned with the proper preparation and utiliza-  
tion of training aids and audio-visual equipment were given by [redacted]  
VAS and [redacted] AAS.

11. Attendance at the language film program:

a. Russian 29 September [redacted]  
b. French 4 October [redacted]

12. Personnel:

a. [redacted] VAS/ISB, was married to [redacted] BFO/SS,  
on the 19th of September 1955, in Washington, D. C.

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